

CITY OF LINCOLN

Financial Analyst

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs a variety of professional financial duties involved in the formulation and maintenance of City budget documents; provides auditing support of plan checks, inspection fees, contracts, airport fuel sales and various projects; prepares bids; provides technical staff assistance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Financial Analyst** is a full journey level class responsible for the full range of assigned duties. This classification is distinguished from the next higher classification of Director of Public Works in that the latter is responsible for overall management of the department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction and only occasional instruction from the Director of Public Works or his/her designee. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS:

- Reviews and recommends assessment district project claims for either reimbursement or credit.
- Reviews and recommends action on the reimbursement or credit of PFE project claims.
- Reviews and reconciles all plan check and inspection fees prior to, and in support of the issuance of Notice of Compliance (NOC).
- Reviews and make a recommendations regarding approval of contracts, rentals and/or leases associated with the airport and airport fuel sales.
- Provides auditing support for special non-reimbursable projects.
- Assists in the coordination and auditing of new procedures for purchase orders, work orders, requisitions and inventory systems between operation and administrative divisions and the Finance Department.
- Prepares material bids for operation's divisions
- Prepares miscellaneous financial reports relating to department activities.

- Participates in the development and administration of the Public Works budget; forecasts additional funds needed for staffing, equipment, materials and supplies for assigned activities.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Serves as staff liaison and assists in providing technical support as necessary.
- Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, etc.
- As required, provides financial services to various City Departments.
- Reconciliation of PFE credits earned, applied & assigned.
- Coordination of PFE credit assignments with Community Development Department and issued building permits.
- Ability to understand, interpret and apply development agreements.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. This position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Financial Analyst. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience in professional accounting services and a bachelor's degree with major course work in accounting or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a valid Certified Public Accountant (C.P.A.) License.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Accounting principles and procedures; basic principles and practices of budget preparation; basic statistical techniques; principles and procedures of financial record keeping and reporting; technical report writing styles; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Learn pertinent federal, state and local laws, codes and regulations; learn the City's financial budget and resource management system; learn, understand, interpret and apply principles, laws and procedures related to budget preparation and processing; accurately maintain records and files, and prepare reports; represent the interests of the City in the community and at professional meetings as required; operate personal computers and related software programs, specifically software to assist in the operation of public works functions gain cooperation through discussion and persuasion; perform mathematical calculations quickly and accurately; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications and modern office equipment.

Salary Range:	23
FLSA:	Exempt
Employee Group:	Mid Management/Confidential Self-Represented Unit
Adopted:	09/24/02